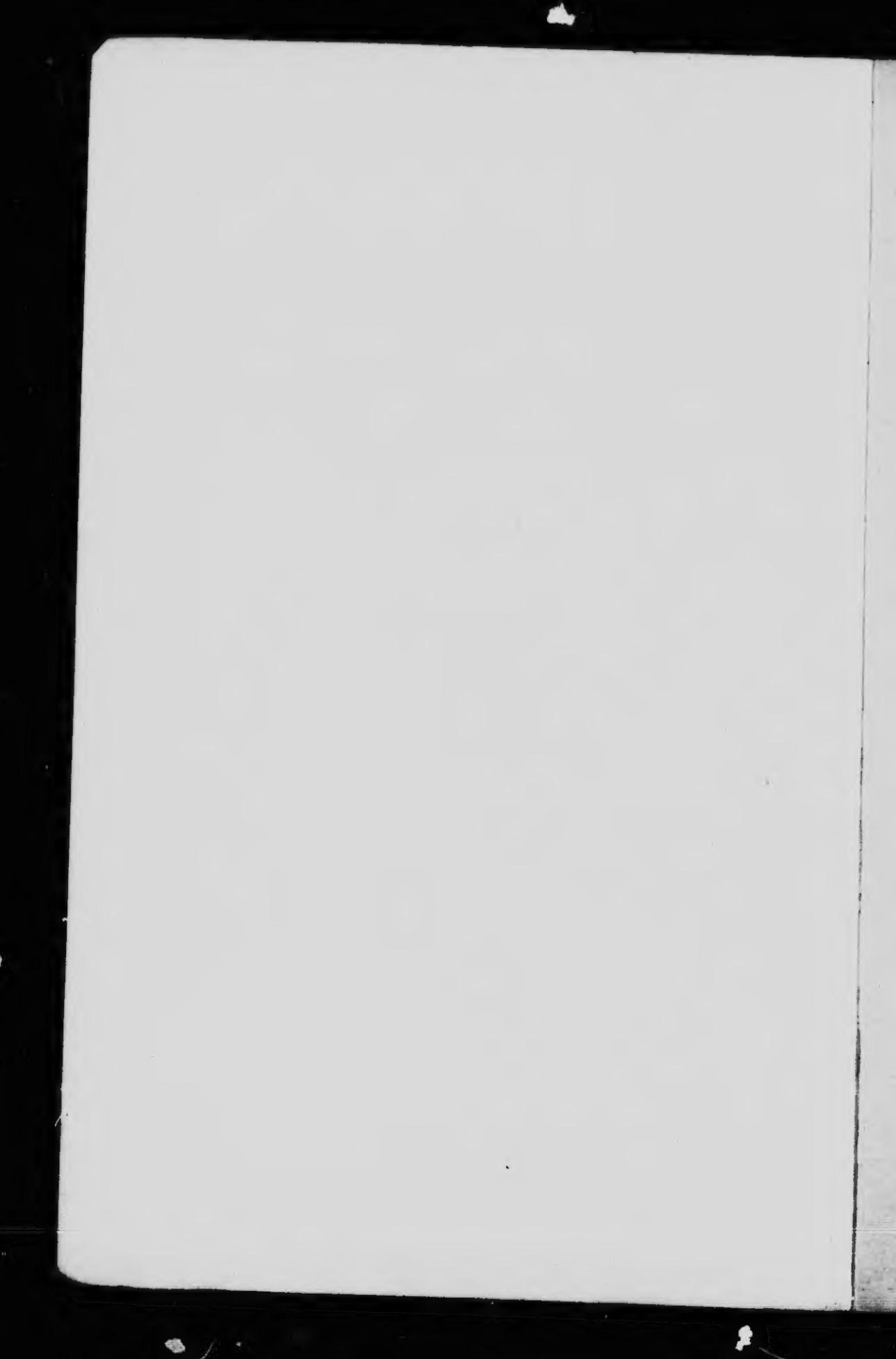


Fred C. Shore ? 35

Fred C. Shore.



# CORRESPONDENCE

*Lessons in the Right  
Use of Words*

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FOR STUDENTS OF THE



EDMONTON

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EDMONTON, ALTA.:  
ARMSTRONG BROS., PRINTERS  
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FOULTH ST.  
1911

## PREFACE

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**HIS COURSE** is not designed as a complete course in Grammar. It is rather a review of the essentials of practical Grammar dealing only with certain parts of the subject in which stenographers are most likely to make mistakes, and it is intended to be mastered by the average student during a six months' term.

The work, as outlined here, is only suggestive and many supplementary exercises may be added by the teacher as he finds these necessary.

This complete course should be covered thoroughly by every one taking a business course. Our experience shows that students who fail to succeed as stenographers, fail not so often because of lack of ability in shorthand and typewriting, as because they are deficient in their knowledge of the English language, punctuation, paragraphing and spelling—all of these, fundamentals in the making of a good correspondent.

# CORRESPONDENCE

## LESSONS IN THE RIGHT USE OF WORDS

### LIST OF COMMON PREFIXES

ad.....		adjoin
af.....	to.....	affix
an.....		annex
ante.....	before.....	anteroom, antedate
anti.....	against.....	antipodes (feet against or opposite)
circum.....	about.....	circumcigate
con.....	together.....	connect (to bind together)
co.....		co-operate
contra.....	against.....	contradict
counter.....		counteract
de.....	down.....	descend (literally to climb down)
dis.....	not.....	disloyal, dislike, dishonest
di.....	apart.....	divert
dif.....		difference
ex.....	out.....	export, expel, exit
e.....		emigrate, egress, emit
extra.....	beyond.....	extravagant, extraordinary
in.....		inactive, incomplete
im.....		impatient, impolite
ig.....	not.....	ignoble, ignorant
il.....		illegal, illegible
ir.....		irregular, irresponsible
in.....	into or in.....	inhale, inspect (to look into)
im.....		impress, implant (to plant in)
inter.....	between.....	intervene
mis.....	wrong.....	misspend
per.....	through.....	pervade (to go through)
post.....	after.....	postpone, postscript
pre.....	before.....	prefix, preface
pro.....	for.....	pronoun
pro.....	forward.....	proceed, progress, promote
re.....	back.....	recede, reclaim, remit
se.....	apart.....	secede (to go apart)
semi.....	half.....	semi-circle, semi-annual
sub.....	under.....	subscribe, submit
subter.....	under.....	subterranean (under the earth)
super.....	above.....	supernatural, superfine
trans.....	across.....	transatlantic, transcontinental
ultra.....	beyond.....	ultramare (beyond the seas)

## A FEW SUFFIXES

let.....	little.....	streamlet, rivulet
ful.....	full of.....	truthful
ish.....	somewhat like.	whitish
ion.....	the state of....	corruption, contention
al.....	pertaining to...	verbal
ous.....	full of.....	joyous
able.....	able to be or	workable, malleable
ible.....	capable of	reversible, sensible
ile.....		docile, ductile

## EXERCISE 1.

### Spelling of Fifty Local Geographical Names.

- |                             |                         |
|-----------------------------|-------------------------|
| 1. Aberfeldy (C.N.R.)       | 26. Leduc C.N.R.        |
| 2. Airdrie C.N.R.           | 27. Lethbridge C.N.R.   |
| 3. Athabasca Landing C.N.R. | 28. Lewisville          |
| 4. Battenburg C.N.R.        | 29. Lloydminster C.N.R. |
| 5. Bawlf C.P.R.             | 30. Mackenzie           |
| 6. Blackfalds C.P.R.        | 31. Mannville C.N.R.    |
| 7. Bon Accord C.P.R.        | 32. Mewassin            |
| 8. Bruderheim C.N.R.        | 33. Millet C.P.R.       |
| 9. Castor C.P.R.            | 34. Morinville C.N.R.   |
| 10. Chipman C.N.R.          | 35. Mundare C.N.R.      |
| 11. Didsbury C.P.R.         | 36. Namayo              |
| 12. Ellerslie C.P.R.        | 37. Pembina S.T.P.      |
| 13. Entwistle S.T.P. 4624   | 38. Ponoka              |
| 14. Fort Chipewyan          | 39. Ranfurly C.P.R.     |
| 15. Hobbema C.P.R.          | 40. Riviere Qui Barre   |
| 16. Independence            | 41. Saskatchewan        |
| 17. Innisfail C.P.R.        | 42. Sedgewick C.N.A.    |
| 18. Innisfree C.P.R.        | 43. Stettler C.M.A.     |
| 19. Islay (C.N.R.)          | 44. Stony Plain C.N.A.  |
| 20. Killam C.P.R.           | 45. Vegreville C.N.A.   |
| 21. Kinistino C.N.R.        | 46. Vermilion C.N.R.    |
| 22. Kitscoty (C.N.R.)       | 47. Wabamun S.T.P.      |
| 23. Lacombe C.N.R.          | 48. Wainwright S.T.P.   |
| 24. Lamont C.N.R.           | 49. Wetaskiwin C.P.R.   |
| 25. Lavoy (C.N.R.)          | 50. Winnipeg C.P.R.     |

## WHERE TO USE CAPITAL LETTERS

### Twelve Rules

1. First word of a sentence.
2. First word of every line of poetry.
3. Every proper noun and proper adjective, as: Winnipeg, England, English.

4. Pronoun I and interjection O.
  5. Days of the week and months of the year.
  6. Important words in the title of a book, as: The Seats of the Mighty.
  7. Every title of honor and all names of the Deity, as: President, The Almighty.
  8. Points of the compass when they denote sections of the country, as: The great North-West.
  9. Every personified common noun, as: May Peace smile upon you.
  10. Important events in history, as: The Civil War lasted four years.
  11. Every religious denomination, as: Baptists, Episcopalians.
  12. First word of every direct quotation, as: He quoted the maxim "Honesty is the best policy."  
An indirect quotation does not begin with a capital, as: He reminded us that honesty is the best policy.
- 

### EXERCISE 2.

Use capitals in the following where necessary:

toronto, general brock, st lawrence, at a meeting of the anglican church, niagara falls, wednesday.

on linden when the sun was low

all bloodless lay the untrodden snow.

hope springs eternal, would you like to visit the past? canadian scenery. i am off to the georgian bay on tuesday. whittier wrote the "corn song." He was brought up in the west. I refer to Mr. R. c. jones cashier of the merchants bank.

---

It is very difficult to give definite rules for capitalization when there is such difference in the use of capitals by the various publishing houses. The tendency is, however, towards the use of fewer capitals. Study the following examples selected from two great daily papers:

#### New York Times

1. The President of the United States.
2. W. F. King, President of the Merchants' Club of this city.
3. The Governor of New York.
4. The Senate and the House.
5. The Democrats of Congress.
6. Young Republican Club.

#### Chicago Tribune

1. The president of the United States.
2. Dr. James B. Angell, president of the University of Michigan.
3. The governor of Illinois.
4. The senate and the house.
5. The Democrats of congress.
6. The Masonic club of Yale.

A vowel is a more open sound than a consonant. The vowels are A, E, I, O, U, and Y as in fly, sky, style, etc.

All letters of the alphabet except the above vowels are consonants.

A syllable consists of a single vowel with or without consonants. It is pronounced by a single effort of the voice. "Through" is a single syllable though it contains seven letters. "Ideality" with eight letters has five syllables.

There are no hard and fast rules for dividing words into syllables. In this matter, as in punctuation, writers are very much guided by the printer.

The following five rules are useful:

1. Never divide except at syllables.
2. Two consonants coming together are generally separated, as: mem-ber, col-lect, ne-ces-sa-ry.
3. Two vowels are separated unless they form a diphthong, as: fre-er.
4. A derivative or a compound word is divided so as to throw the parts into separate syllables, as: im-pede, some-where.
5. The suffix ion never forms a separate syllable; it takes the s or t of the original word with it and is pronounced shun.

### EXERCISE 3.

Divide into syllables and mark the accent:

- |                    |                    |                    |
|--------------------|--------------------|--------------------|
| 1. promenade       | 23. proposition    | 45. incurring      |
| 2. necessitate     | 24. inseparable    | 46. appearance     |
| 3. platinum        | 25. preparation    | 47. defendant      |
| 4. contingency     | 26. opportunity    | 48. stationery     |
| 5. corporation     | 27. publication    | 49. examination    |
| 6. clientele       | 28. temperance     | 50. business       |
| 7. correspondence  | 29. acquaintance   | 51. application    |
| 8. illustrate      | 30. superintendent | 52. responsible    |
| 9. sergeant        | 31. satisfaction   | 53. insurance      |
| 10. strychnine     | 32. mimeograph     | 54. terminite      |
| 11. sanguine       | 33. political      | 55. obligation     |
| 12. annuity        | 34. fellowship     | 56. acknowledgment |
| 13. superlative    | 35. carrying       | 57. facilitate     |
| 14. supervision    | 36. notification   | 58. immediately    |
| 15. centralization | 37. suitability    | 59. guaranteed     |
| 16. comparatively  | 38. philosophical  | 60. instalment     |
| 17. unparalleled   | 39. periodically   | 61. authority      |
| 18. successfully   | 40. reliability    | 62. sufficient     |
| 19. appropriation  | 41. information    | 63. marketable     |
| 20. irretrievable  | 42. extension      | 64. representative |
| 21. sociable       | 43. inconvenience  | 65. college        |
| 22. discernible    | 44. continuance    | 66. inventory      |

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67. account                    78. specific                    89. Montreal  
68. shipment                 79. impression                90. Newfoundland  
69. liabilities               80. Vancouver                91. Philadelphia  
70. depreciated              81. Revelstoke               92. Wetaskiwin  
71. question                 82. Saskatchewan            93. Riviere Qui Barre  
72. characterize            83. Chicago                    94. Schenectady  
73. entertain                84. Cincinnati                95. Yosemite  
74. description              85. Hawaiian                96. Wednesday  
75. arrangements            86. Mediterranean          97. February  
76. particular               87. Minneapolis            98. Australia  
77. intelligent              88. Minnesota               99. Winnipeg
- 

### THE SENTENCE

**A Sentence** is a group of words expressing a complete thought.

**The Subject** is the part spoken about.

**The Predicate** is what is said about the subject.

**Analysis** is the breaking up of a sentence into its parts.

**A Phrase** is a group of words (not a sentence) taking the place of a single part of speech.

That book **on the box** (adj. phrase).

You are acting in a thoughtful manner (adv. phrase).

"Ay, Ay, Sir!" burst from a thousand throats (noun phrase).

He may have been studying (verb phrase).

**A Clause** is a sentence which is joined to one or more other sentences to make a larger sentence.

We must be quiet or the bird will fly away.

How I managed to lose it, I cannot tell.

---

### EXERCISE 4

Give subject and predicate of the following sentences:

1. Which way does the wind blow?
2. Up flew the windows all.
3. There lay the rider wounded and pale.
4. Are your friends coming?
5. A dainty plant is the ivy green.
6. Me restored he, to mine office.
7. When did you find your book?
8. Oh hurry, hurry.
9. Ba, ba, black sheep have you any wool?
10. At all events, he did his best.
11. You might have told me before.
12. By tomorrow I shall be ready.
13. Boldly they rode and well.
14. Of noble race the lady came.
15. Oft did the harvest to their sickle yield.

## REVIEW OF THE EIGHT PARTS OF SPEECH

**A Noun** is the name of anything.

**A Pronoun** is a word that takes the place of a noun.

**An Adjective** is a word that modifies a noun or pronoun.

**A Verb** is a word that makes a statement, gives a command or asks a question.

**An Adverb** is a word that modifies a verb, adjective or other adverb, e.g., William reads distinctly. That is a very pretty page. He was walking quite quickly.

**A Preposition** is a word that joins a noun or pronoun to some preceding word and shows the relation between them, e.g., That pen in your hand writes well. The children were playing near the door.

**A Conjunction** is a word that joins sentences, words or phrases, e.g., They lost their way for the night was dark. Poor but honest parents. A boy of strong mind but of weak body.

**An Interjection** is a word used simply as an exclamation.

**Articles**—a, an, the.

**Infinitives**—Words that are part noun and part verb.  
To climb } steep hills requires strength.

**Participles**—Words that are part adjective and part verb, e.g., The girl intently reading a book is my cousin. (Formed from a verb, also modifies girl.)

### EXERCISE 5

Classify all words in the fifteen sentences in Exercise 4.

### EXERCISE 6

**A Synonym** is another word with exactly or very nearly the same meaning.

Give as many synonyms as you can for the following words:

1. ease	6. inquire	11. elderly	16. reach
2. desire	7. position	12. employ	17. society
3. purchase	8. prominent	13. increase	18. confide
4. information	9. effect	14. withdraw	19. benefit
5. yield	10. formal	15. merciful	20. complete

### EXERCISE 7

Tell to what part of speech each word in bold face type belongs:

1. (a) The sun shines on rich and poor alike. (b) He is a rich man but a poor scholar.

2. (a) They **summer** at Cooking Lake. (b) One swallow does not make a summer. (c) This is a **summer** hotel.

3. (a) You **must**, **must** you? (b) "Must" is made for the queen.

4. (a) **Farewell!** (b) **Adieu!** (c) Where thou art gone adieus and farewells are unknown.

5. (a) I am **very** glad to see you. (b) You are the **very** man I am looking for. (c) "Very" is a common word.

6. I was about to send for you, for I have something to show you.

7. (a) Farmers **till** the soil. (b) Look in the **till**. (c) Stay till the bell rings. (d) Stay till the next train.

8. (a) Do no lose a **second**. (b) I **second** your motion. (c) She won **second** prize. (d) You came **second**.

9. (a) **All** agreed with me. (b) That is **all** right. (c) **All** men are mortal. (d) He staked his **all** on the game.

10. (a) We **read** for a while. (b) We **read** while they played. (c) They **while** away the time with books and games.

## **EXERCISE 8**

In the following sentences change the **phrases** to single words and the **words** to phrases:

1. He is a man of sense.
  2. Writing about a man's life is not always a pleasant occupation.
  3. A kind act repays many f i
  4. The British soldier is a man without fear.
  5. Children do not always listen with reverence to old age.
  6. It was evident that he spoke thoughtlessly.
  7. The boys then walked home quietly.
  8. I wanted it at that time.
  9. The house was of a brown color.
  10. An experienced person makes few mistakes.

**A Simple Sentence** is one with a single subject and a single predicate, as: Napoleon was a great general.

**A Complex Sentence** is one with one or more subordinate clauses closely connected with the main statement, as: Napoleon, who was a native of Corsica, was a great general.

**A Compound Sentence** is one where there are two or more principal clauses, as: Napoleon was a native of Corsica and he was a great general.

N.B.—Any of the principal clauses in a compound sentence may also contain one or more subordinate clauses.

### EXERCISE 9

Tell the kind of sentence in each of the following:

1. He was thinking about himself and his hopes.
2. We can never strike root so deep in any other ground.
3. I wrote sketches of different characters and Thomas corrected them.
4. You are as sharp as a girl.
5. He was now fairly launched on the ocean of business.
6. You must show yourself equal to the task or give place to a better man.
7. In a few minutes, the party were within the walls and the shock came.
8. As night set in the wind whistled and the rain lashed the old tavern.
9. The first object which attracted attention was Herman watching his flock.
10. He was a man whose character was above reproach.

### EXERCISE 10

Combine each of the following groups into a complex or compound sentence:

1. I plied him with questions. These questions were about the terrible village. I received answers. These answers were extremely satisfactory.
2. I must have lost consciousness. When I recovered I was lying on the ground. I was lying on a heap of soft white sand. The dawn was beginning to break over the edge of the slope. This was the slope down which I had fallen.
3. After firing again I retreated hastily up the sands. I retreated back to the horseshoe. Here I saw that the noise of my rifle had drawn human beings from the badger-holes. There were sixty-five beings. I had supposed up to this point that these badger-holes were untenanted.

### EXERCISE 11

Rewrite the following telegrams using only the number of words indicated.

1. Please ship by express as soon as possible five hundred copies Letter Writing. Will remit cash on receipt of goods. (9 words)
2. The stockholders of the Canada Biscuit Company will not sell for less than sixty thousand dollars. Telegraph me at once if you want the plant. (9 words)
3. We can ship you at once a part of the goods you ordered on the seventeenth of this month. (10 words)

## DIFFERENT KINDS OF NOUNS

**Common Noun**—One that is common to a whole class, as: book, tree, horse.

**Proper Noun**—One that distinguishes a thing from others of the same class, as: Gladstone, Toronto, Tray, Bible.

**Collective Noun**—One denoting a collection of objects, as: committee, jury, family, group, herd.

**Abstract Noun**—One denoting an action, condition or quality, as: leaping, whiteness, peace, virtue, manliness.

## EXERCISE 12

Classify all nouns in the following sentences:

Remember that every proper noun must have a capital.

1. England expects that every man this day will do his duty.
2. Tennyson the poet lived in the Isle of Wight.
3. Sir Walter Scott was fond of dogs.
4. Christmas will come on Tuesday this year.
5. The moon reflects the light of the sun.
6. The committee will meet every evening this week.
7. The army was reinforced by the navy.
8. War is a terrible calamity.
9. Longfellow wrote poetry. His home was at Boston.
10. While bathing, he was seized by a sudden trembling.

## PUNCTUATION

The student must bear in mind that in using stops of any kind our sole object is to make our meaning clear; that the insertion of unnecessary stops is a hindrance rather than a help, that punctuation admits of very few hard and fast laws; that the usage of different writers varies, and that the author is frequently at the mercy of the printers in the matter of stops. Hence it seems a waste of time to burden the memory with elaborate rules for punctuation.

The chief aim of punctuation is to unfold the meaning of sentences with the least possible trouble to the reader.

## SOME PUNCTUATION MARKS USED IN WRITING

**Period (.)**—at the end of a sentence and after every abbreviation.

**Question mark (?)**—after every question.

**Comma (,)**—the shortest pause made in reading.

**Semi-colon (;**)—a longer pause than a comma, as: Send the best goods possible; spare no expense on them.

**Note.**—The semi-colon is not much used in business letters.

**Colon (:)**—(See below).

**Dash (—)**—denotes a break in the sentence, as: If we fail—but there is no such word as "fail."

**Hyphen (-)**—the mark used in dividing a word into syllables.

**Quotation marks (".....")**—at the beginning and end of an exact quotation.

#### A FEW USES OF THE COMMA

1. Words, phrases and clauses forming a series should be separated by commas unless all conjunctions are given. Note punctuation in the following sentences:

(a) Industry and honesty and temperance and frugality are cardinal virtues.

(b) Industry, honesty, temperance, and frugality are cardinal virtues.

(c) Industry, honesty, temperance, frugality, are cardinal virtues.

(d) Industry and honesty, temperance and frugality, are cardinal virtues.

2. Short quotations should be preceded by a comma, if they make complete sense.

Example: His last words were, "Don't give up the ship."

3. The adjective clause when non-restrictive is set off by a comma.

Examples: I saw the man who was hurt (restrictive). I saw John Lane, who was sick (non-restrictive).

4. The parts of a compound sentence when short and closely connected are separated by commas.

Example: Poverty may not be dishonorable, but it is very inconvenient.

#### TWO MOST COMMON USES OF THE COLON

1. After the salutation of a letter: Dear Sir:

2. After such words as: "the following" "thus" etc.

Please ship the following:

The president wrote thus: "There has never been a time,

etc."

## **FORMS OF HEADING OF LETTER**

1. (One-line heading)—Edmonton, Alta., Nov. 25, 1909.
2. (Two-line heading)—287 Jasper Ave.,  
Edmonton, Alta., Nov. 25, 1909.

In above heading (No. 2)—  
"287 Jasper Ave." (the particular address) is the first part.  
"Edmonton" (the city) is the second part.  
"Alta." (the province or state) is the third part.  
"Nov. 25" (day of the month) is the fourth part.  
"1909" (the year) is the fifth part.

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## **RULE FOR PUNCTUATING THE HEADING AND ADDRESS**

Separate the parts by commas, put a period after every abt eviation or initial letter and at the end.

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## **FORMS OF ADDRESS WITH SALUTATION**

1. Mr. J. W. Foster,  
Guelph, Ont.  
Dear Sir:
2. Messrs. Emery & Wilkins,  
246 Central St.,  
Montreal, Que.  
Gentlemen:
3. C. W. Parker, Esq.,  
✓ Pres. Board of Trade,  
Winnipeg, Man.  
Dear Sir:

## **EXERCISE 13**

Arrange the following headings, addresses and salutations with proper punctuation:

1. 184 Yonge St Toronto Ont Jan 30 1909 Mr Robt Walton  
Montreal Que 26 Central St Dear Sir Your favor of the 28th  
inst
2. Truro N.S. Mar 21 1909 C. J. Armstrong Esq Toledo  
O 149 Front St Dear Sir Your letter, &c
3. Room 4 Norwood Block Edmonton Alta Jan 10 1910  
Wm Porter & Co Winnipeg Man Gentlemen Kindly give us
- ✓ 4. Box 864 Edmonton Sept 27 1910 Mr. I Patterson Toronto  
Ont Printer Dear Sir Enclosed I hand you check
- ✓ 5. MacLean Block Edmonton July 28 1911, Gariepy &  
Landry Barristers City Gentlemen Herewith please find &c

## FORMS OF COMPLIMENTARY CLOSING

1. Yours truly,
2. Yours respectfully,
3. I am,  
Yours very truly,
4. Trusting you will give this matter your earnest consideration, we remain,  
Respectfully yours,

## EXERCISE 14

Arrange the following closings:

1. Yours very truly
2. Cordially yours
3. I am yours very truly
4. Trusting that I may hear favorably from you I am yours very respectfully.
5. Awaiting your orders we are yours faithfully
6. Shall we not hear from you by the 5th? Yours very truly
7. Thanking you in anticipation I remain respectfully yours
8. With the greatest esteem and respect I remain yours sincerely
9. Soliciting a continuance of your patronage we remain yours faithfully.
10. Trusting that our relations may always be pleasant and that we shall have the good fortune to satisfy you at all times we remain very truly yours.

## EXERCISE 15

### Paragraphing

Rewrite the following letters, dividing them into paragraphs and correcting all mistakes in punctuation, spelling, &c.

Dear Sir:

No. 1

Your letter of the second instant advising us that you will add a line of dry goods, has been received. Your city is growing so rapidly, and is so quickly assuming an important position among the large Commercial Centres of Canada, that, in our opinion, you will make no mistake in so doing. We have instructed our representative, Mr. Blank, to call on you on Monday next with a full line of samples. In the meantime, we shall thank you to let us have in confidence a memo, of your standing. It is our custom to make this request of every

firm upon opening an account with us. Our regular dating are October 1st and April 1st. Our terms vary from net cash to 4 months 5%, according to lines; our Mr. Blank will give you definite information regarding discounts. Of course we are always open to make special arrangements regarding spot cash payments, assuring you of prompt shipments. We remain

Yours very truly,

No. 2

Gentlemen:

I enclose herewith a list of goods which you may add to my order given to your Mr. Blank on the 8th inst. Please ship complete order as early as possible by G.T.R. Freight. I hope that the statement in regard to my affairs, mailed to you at your request, has been satisfactory. Should you require information other than that which may be readily secured from your financial agents, I refer you to Mr. J. R. Dunlop, 246 John Street S., Hamilton, Ontario. I have done business with him for a number of years. According to your suggestion, I will remit on receipt of goods, and shall ask you to allow me the usual interest for prepayment.

Yours truly,

No. 3

Dear Sir:

We are in receipt of your order for twenty-five pieces of Preston Cloth, shades and quality indicated as per sample enclosed. There has been such a heavy demand for these goods that we can scarcely keep the stock complete. We find, on attempting to fill your order, that we have run out of two of the shades required. We have shipped you the goods by G.T. Railway and shall be able to send the remainder of the order in 8 or 10 days. As we are awaiting the receipt of an invoice of these goods from our agents in London, England. Trusting that you will not be seriously inconvenienced by the delay,

Yours very truly,

No. 4

Gentlemen:

We were very sorry to read in your letter of 20<sup>th</sup> that the goods shipped to you a short time ago were received in a damaged condition. Clearly the railroad company is responsible, and can be compelled to make good the loss. The first step to take is to get the local freight agent at your place to write on the freight receipt a statement of the condition in which the goods reached his Station. Examine every piece in the cases, and check on your invoice from us each item that

was damaged. Let us know, also, if you can use damaged goods ~~or~~, We shall be willing to render any assistance we can in making claim on the Railroad Company.

Yours very truly,

No. 5

Dear Sir:

In referring again to your esteemed favor of Aug. 18, we do not wish to annoy you, but we are very much interested in securing an order from you. We know that an order would demonstrate our ability to give you prompt and satisfactory service, the goods themselves would demonstrate their own high quality. If you will inform us in what manner your orders are placed and ~~at~~ about what time you make purchases of equipment in your line this information will be greatly appreciated. The object of our letters have been to impress upon you the desirability of dealing with us, not only on a purely quality and price basis, but also because we can offer in addition to these considerations, the assistance of a thorough knowledge of systems and its application to all branches of business.

Yours very truly,

No. 6

275 Arthur St., Toronto, June 30, 1908. The Imperial Accident and Guarantee Co., Ltd., Confederation Life Building, Toronto, Ont. Gentlemen: I wish to apply for the position of correspondent which you advertise in today's Telegram. I have had considerable experience in my father's office where I have answered many of the letters on my own responsibility. I am a rapid typewriter operator and am accustomed to write my own letters on the machine. I shall be a little slow at first, but what I do however you can depend on my doing faithfully. Trusting you will give me a trial at whatever salary you think reasonable, I am yours respectfully U. R. Ernest.

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EXERCISE 10

Punctuation and Capitalization

1. In his last moments he uttered these words, "I fall a sacrifice to wealth and luxury."
2. Throwing herself in front of Marie Antoinette Elizabeth exclaimed, "I am the queen."
3. "My friend," said the excited driver, "you should turn to the right and give me half the road."
4. John B. Gough said, "Young man keep your record clean."

5. "God reigns and the government still lives at Washington;" shouted Garfield.

6. Of course there are sermons in stones, books in running brooks, and good in everything, but it sometimes takes a Shakespeare to see it that way.

7. "Our thoughts are ever forming our characters," is a good quotation.

8. Fort Saskatchewan December 1st, 1909.

9. Smith Pub. Company, 12 North Chas St. Baltimore, Md.

10. I am yours truly John Smith We are respectfully.  
Davis, Hunt & Co.

11. Trusting you will meet with much success, we are,  
Your friends, Willis & Co.

12. Toronto conservatory of music Toronto April 1st 1908.

13. Burns poem A man a man for a that endeared him  
to all mankind.

14. The poem beginning tell me not in mournful numbers  
was written by Longfellow.

15. Many words in English have two spellings as inquire  
enquire jail gaol.

## EXERCISE 17

### Punctuation and Capitalization

1. Abraham Lincoln died apr 15 1865 at 7 o'clock a.m.

2. Mr. w<sup>m</sup> smith didsbury alta dear sir

3. Send us by dominion express the following books Words  
Their Use and Abuse words and their uses studies in English.

4. He used these words Foolish spending is the father of  
poverty.

5. Trains depart as follows 6 30 A M 11 45 A M 10 P M 7 15

6. Please ship us at once by fast freight the following

7. Dear Madam Sir Miss Brown Dear Friend To whom it  
May Concern

8. At 6.30 A.M. the "hustler" having bolted a ten-minute  
breakfast, rushes to his office clutches his stub pen. It doesn't  
require so much care to write with a stub—and dashes off  
the following address and salutation, with the accompanying  
message: John Smith, Chicago. Dear Sir. Send me by lightning  
express the following goods: 14 kegs 10-penny Wire Nails, 5 kegs  
8-penny Wrought Nails, 25 4-tined Pitchforks. Charge my  
account. Yours, Hustler.

9. We shall be pleased to supply you with any or all, of  
the following periodicals: The Century, Harper's, and Scribner's  
Monthlies, The Arena, and The North American Review.

10. His question, How are we to prove it was not out of place?

11. Well, what are you going to do about it? was Tweed's impertinent question.

12. Can he be so blind to his own interests so indifferent to the public welfare.

13. Bless me where did you see him

14. What's that Oh it can't be true.

15. O John see the snow fall

## EXERCISE 18

### A Page of Abbreviations

1. ult. (ultimo)—last month.
2. inst. (instant)—this month.
3. prox. (proximo)—next month.
4. A.D. (Anno Domini)—in the year of our Lord.
5. P.M. (post meridiem)—afternoon.
6. A.M. (ante meridiem)—forenoon.
7. M. (meridiem)—noon; also thousand.
8. Mrs. pronounced "Missis."
9. Mme. (mad'am).
10. Mmes.—Mesdames (madam').
11. B.A.—Bachelor of Arts.
12. M.A.—Master of Arts.
13. B.S.—Bachelor of Science.
14. M.B.—Bachelor of Medicine.
15. Ph.D.—Doctor of Philosophy.
16. L.L.D.—Doctor of Laws.
17. e.g.—for example.
18. i.e.—that is.
19. viz.—namely.
20. pro tem—for the time.
21. et al.—and others.
22. atty.—attorney.
23. deft.—defendant.
24. agt.—agent.
25. amt.—amount.
26. %, acct.—account.
27. lbs.—pounds.
28. bris.—barrels.
29. hhd.—hogshead.
30. cwt.—hundredweight.
31. bot.—bought.
32. chgd.—charged.
33. net—without discount.
34. %—care of.
35. %—per cent.
36. do—ditto (the same).
37. etc.—et cetera.
38. &c.—and so forth.
39. shipt.—shipment.
40. const.—consignment.
41. C.B.—Cash Book.
42. No.—number.
43. C.O.D.—cash on delivery.
44. E.E.—errors excepted.
45. E. & O. E.—errors and omissions excepted.
46. Mdse.—merchandise.
47. Fol.—folio (page).
48. St.—street or saint.
49. Str.—steamer.
50. S.S.—steamship.
51. P.S.—postscript.
52. MS.—manuscript (pl. MSS.)
53. N.B. (nota bene) — take notice.
54. O.K.—all right.
55. I.O.U.—I owe you.
56. vs.—versus (against).
57. F.O.B.—free on board.
58. R.R.—Railroad.
59. M.O.—Money order.
60. R.S.V.P.—Answer if you please.

### **THREE MOST COMMON FORMS OF ENVELOPE ADDRESS**

N.B.—A period is placed after every abbreviation.

Note also that when a line ends with an abbreviation it is followed by both a period and a comma.

Messrs. J. B. McKay & Co.,  
240 Front St.,  
Winnipeg, Man.

Mr. W. H. Shaw,  
Toronto,  
Box 875. Ont.

Mr. Chas. E. Hayes,  
Edmonton.

## EXERCISE 19

Write in proper form the following envelope addresses:

1. Mr. H. A. McInnes, Supt. E. & P. Street R. R. Boston Mass.
2. City of Edmonton Electric Light Dept.
3. Mr. John Stocks, Deputy Minister of Public Works, City
4. Mrs. Mary Barbe, 14 Plymouth Court, Chicago, Ill.
5. Rev. J. M. Thomas D.D., Toronto, Ont.
6. John Burton Esq 186 Front St., Vancouver B.C.  
(Personal)

## THE RIGHT WORD

Abbreviation—an initial or syllable used for a whole word.

Contraction—shortening of a word by omission of a letter or letters.

Accept—to take.

Except—to leave out.

Accede—to assent.

Exceed—to go beyond.

Access—entrance.

Excess—more than enough.

Adapted—suited.

Adopted—received as one's own.

Addition—the act of adding.

Edition—publication.

Advice—counsel.

Advise—to give advice.

Affect—to change. There is no noun "affect."

Effect—to accomplish. As a noun "effect" means result.

Aggravate—to add to or make heavier.

Irritate—to anger or provoke.

Allude—to refer to indirectly.

Elude—to keep out of the way of.

Illude—to deceive.

Allusion—reference.

Illusion—misleading appearance.

Answer—we answer questions.

Reply—we reply to charges.

Anticipate—to foretaste or foresee.

Participate—to take part in.

Apt—quick to learn.

Liable—exposed to, or in danger of.

Likely—giving reason to expect.

Apparently—refers to what seems but may not be real.  
Evidently—refers to that which both seems and is real.  
Manifestly—a stronger word than "evidently."

Assay—to attempt, or an analysis.

Essay—a trial or attempt; a literary composition.

Attain—to reach by effort.

Obtain—to acquire (not necessarily by effort).

At length—in full, or to a considerable extent, e.g., He wrote at length.

At last—refers to time, e.g., At last we got to our journey's end.

Auricle—the external ear; a chamber of the heart.

Oracle—a person said to be very wise.

Baron—a title of nobility.

Barren—unfruitful.

Barn—storehouse for grain.

Beside—a preposition meaning near.

Besides—in addition to.

Bidding—an invitation.

Biding—living or inhabiting.

Brief—short.

Concise—brief and comprehensive.

Burst—to explode.

Bust—a piece of statuary.

Captivate—fascinate.

Capture—to catch.

Carat—a jeweler's weight.

Carrot—a vegetable.

Caret—a mark in writing.

Celery—a vegetable.

Salary—wages.

Censer—vessel for holding incense.

Censor—critic.

Character—what a person really is.

Reputation—what others think he is.

Close—to shut.

Clothes—dress.

Continual—very frequent, e.g., continual dropping.

Continuous—unceasing, without any pause, e.g., continuous downpour.

Consequence—result.

Important—having value or influence.

- Completeness—perfection.  
Completion—the finish.
- Council—body of persons met for consultation.  
Counsel—advice.
- Comprehend—to understand in all its extent.  
Apprehend—to understand at least in part; to seize; to arrest.
- Complimentary—expressive of praise.  
Complementary—serving to complete.
- Custom—refers to things done by a great many.  
Habit—refers to things done by the individual.
- Dairy—a place where milk is kept.  
Diary—a daily record.
- Depot—place for storing goods.  
Station—stopping or standing place.
- Detect—to find out, e.g., We detect a criminal or his hiding place.
- Discriminate—to distinguish between.
- Decent—modest or becoming.  
Descent—the act of coming down, or lineage.  
Dissent—to differ in opinion.
- Deference—respect.  
Difference—distinction.
- Desert—to forsake.  
Desert—barren land.  
Dessert—last course of dinner.
- Device—that which is designed.  
Devise—to invent.
- Divers—various.  
Diverse—different.
- Disclose—to reveal.  
Discover—to find.
- Dual—double or belonging to two.  
Duel—a battle between two.
- Dyeing—coloring.  
Dying—expiring.
- Efficient—is applied to persons and means competent.  
Effective—is applied to things, as an effective remedy.
- Either—one or the other.  
Ether—refined air.
- Elicit—to draw out.  
Illicit—unlawful.

✓Emigrant—one who leaves a country.  
Immigrant—one who comes into a country.

Enough—all that one wants.  
Sufficient—all that one needs.

✓Estimate—to judge the value of.

Esteem—to set high value on, especially referring to persons.

✓Example—a pattern.

✓Problem—a question to be solved.

Existing—having existence.

Extant—that is extant which has escaped the ravages of time, used chiefly of books, manuscripts, &c.

✓Expose—to lay bare to view.

✓Explain—to explain the meaning of.

Exercise—to exert, labor.

Excuse—to deliver from an evil spirit.

Farther—Further is literally the correct spelling but farther is more common when distance is signified.

✓Farther—refers to distance.

Further—used as in the following: I have nothing further to say.

Fetch—means go and bring.

Bring—to carry towards you.

✓Formerly—in time past.

Formally—in a formal manner.

Genius—individual talent; unusual intellectual ability.

Genus—a race or class.

Gesture—an expressive motion of the body.

Jester—a clown.

Glutinous—like glue.

Gluttonous—given to excessive eating.

✓Hasten—to proceed with order.

Hurry—denotes disorder or confusion.

Healthy—a healthy person.

Healthful—healthful climate.

Wholesome—wholesome food.

Honorable—worthy of honor.

Honorary—conferring honor.

Human—pertaining to mankind.

Humane—merciful.

Idle—unemployed.

✓Idol—an image to be worshipped.

Idyl or Idyll—a short pastoral poem.

- Inquire—to ask for information.  
Investigate—to make a thorough examination.  
Intelligent—having a good mind or intellect.  
Intelligible—easily understood.  
Invoice—list of goods and prices sent to a purchaser.  
Inventory—list of goods a merchant has in stock.  
Later—after, in point of time.  
Latter—mentioned the last of two.  
Least—smallest.  
Lest—for fear that.  
Lessen—to make less.  
Lesson—an assigned task.  
Lightening—to make lighter.  
Lightning—a flash that precedes thunder.  
Lineament—form or feature.  
Liniment—an ointment.  
Lose—to miss so as not to be able to find.  
Loose—to untie.  
Locate—to mark the position of, as of a building.  
Find—to get what you are looking for.  
Mantel—part of a fireplace (also sp. "mantle" but **mantel** is more correct).  
Mantle—a cloak.  
Middle—a less exact term than centre.  
Centre—we speak of the centre of a circle or of a room.  
Minister—pastor of a church.  
Minster—a cathedral church.  
Mutual—implies interchange, e.g., a mutual friend.  
Common—belonging to a whole class.  
Navvy—a laborer on public work.  
Navy—a fleet of ships.  
New—not old.  
Novel—both new and strange.  
Note—to notice carefully.  
Notice—to observe.  
Ordinance—a statute.  
Ordnance—heavy weapons of warfare.  
Ought—should.  
Aught—anything.  
Party—a number of persons.  
Persons—individual human beings.

**Patrons**—those who support, favor, protect or give aid to.  
**Customers**—buyers.

**Persuade**—to convince.

**Advise**—to give counsel or information.

**Peasant**—a rustic.

**Pheasant**—a bird.

**Poplar**—a tree.

**Popular**—pleasing to people in general.

**Per**—a Latin word meaning "by."

**Via**—a Latin word meaning "by way of."

**Practical**—not theoretical only, e.g., a practical printer.

**Practicable**—able to be done or carried out, e.g., a practicable plan.

**Precede**—to go before.

**Proceed**—to go forward.

**Precedent**—an authority to be followed.

**President**—one who presides.

**Prescription**—that which is prescribed.

**Proscription**—banishment.

**Principle**—a foundation truth.

**Principal**—money out at interest; the chief or most important.

**Prospective**—relating to the future.

**Perspective**—a view, e.g., His perspective was obscured.

**Profit**—gain or benefit.

**Prophet**—one who foretells events.

**Prophecy**—that which is foretold.

**Prophesy**—to foretell.

**Quiet**—silent, or to calm or soothe.

**Quite**—to the fullest extent.

**Raise**—to lift.

**Rise**—to ascend, to increase in value.

**Respectfully**—in a respectful manner.

**Respectively**—in the order given.

**Real**—genuine.

**Reel**—a dance.

**Remunerate**—to pay, to reward.

**Reimburse**—to pay back.

**Repulse**—implies hostility, e.g., We repulse an enemy.

**Repel**—We repel an officious person.

**Relic**—something left behind; a keepsake.

**Relict**—a widow.

✓ Rout—to defeat and confuse.  
Route—a way or road.  
Set—to cause to sit, or a clique.  
Sit—to pose; to seat oneself.  
Stationery—paper, pens, etc.  
✓ Stationary—standing still.  
Sometime—an indefinite time, e.g., I will tell you sometime.  
Some time—considerable length of time, e.g., It will take you some time to finish.  
Sooth—indeed, forsooth.  
Soothe—to calm.  
Specie—coin.  
Species—variety or kind.  
Statue—an image.  
Stature—height.  
Statute—a law.  
Subtile—rare or delicate, e.g., air or subtile web of cloth (also means cunning).  
Subtle—cunning.  
Suit—to fit or please.  
✓ Suite—a distinguished person's attendants; set of rooms (sp. suit but pronounced sweet).  
Surplice—a vestment.  
Surplus—the excess.  
Tour—a journey or trip.  
Tower—fortress.  
Track—a path.  
Tract—a region; a short treatise.  
Which—the one that.  
Witch—a sorceress.

#### TO FORM PLURALS

1. Add s or es: boy, boys; fox, foxes.
2. Add en: ox, oxen.
3. Some internal change: man, men.
4. Change final f to ~~f~~ and add es: wolf, wolves.  
Exceptions to No. 4: hoofs (very rarely "hooves"), gulfs, dwarfs, scarfs, reefs, chiefs, griefs, surfs, safes, fifes, proofs, &c.
5. Words ending in y if preceded by a consonant or qu, change y to i and add es: mercy, mercies; soliloquy, soliloquies.
6. Words ending in y, if preceded by a vowel do not change y.

- ou sometime.  
It will take
- f cloth (also  
t of rooms  
"), gulfs,  
oofs, &c.  
nt or qu,  
iloquies.  
change y.
7. By taking foreign plurals: basis, bases.
  8. By adding 's to letters and figures and any word not a noun used as a noun: 5's, t's, l's, their's, that's.
  9. If final o is preceded by a vowel add s only: cameo; cameos.
  10. A few nouns (about 40) ending in o preceded by a consonant add es.

Concerning this No. 10 there is no definite rule that is of much use. Just observation. Note the following: buffaloes, photos, cargoes, dominoes (also dominos), echoes, solos, heroes, mosquitoes, tornadoes, potatoes, volcanoes, &c.

### PECULIARITIES IN FORMING PLURALS

1. Some nouns are the same in both singular and plural: deer, sheep, salmon, heathen, cannon, head, series, species, couple, brace, pair, yoke, dozen.
2. Some nouns have no plural: goodness, flesh, silver.
3. Some nouns have two plurals:
  - brothers (by birth).
  - brethren (of a society).
  - pennies (separate coins).
  - pence (sum of money).
  - dies (for stamping).
  - dice (for gaming).
  - peas (when definite, as: two peas).
  - pease (indefinite quantity).
  - cloths (of different kinds).
  - clothes (garments).
  - fishes (separately).
  - fish (collectively).
4. In compound words the most important part is generally pluralized, as: mothers-in-law. Our practice in this respect however is by no means uniform, e.g., attorney-generals (not attorneys-general).
5. Compounds which mean nothing except as a whole add "s" regularly: forget-me-nots.
6. Custom is divided in regard to some nouns, treating them at one time as singular and at another as plural: molasses and measles though adding "s" are singular; news is always singular; alms, riches, pains, assets, ashes, victuals, scissors, &c., are generally considered plural.
7. Politics, ethics, mathematics, optics, &c., words ending in "ic" are all singular except "athletics," which is plural. Here again, however, authorities differ. West's grammar (p. 90) says "politics" is the only one of these words that is plural.

## SINGULAR AND PLURAL FORMS

Singular	Plural
adze.....	.adzes
aide-de-camp.....	.aides-de-camp
alms.....	(there is no plural)
alley (narrow street or large marble) .....	.alleys
ally.....	.allies
alloy.....	.alloys
alumna (fem.).....	.alumnæ
alumnus (masc.).....	.alumni
analysis.....	.analyses
apparatus (same in both)	
appendix.....	{ appendixes (English) appendices (Latin)
attorney.....	.attorneys
attorney-general.....	.attorney-generals
axe (or ax).....	.axes
bandit.....	{ banditti { bandits (preferred)
beau.....	{ beaux (French) { beaus (English)
Brahmin (or Brahman).....	.Brahmins
brief.....	.briefs
buggy.....	.buggies
by-path.....	.by-paths
cannon (same in both)	
castaway.....	.castaways
cactus.....	.cactuses or cacti
cherub.....	.cherubim; cherubs (preferred)
child.....	.children
chimney.....	.chimneys
church.....	.churches
committee.....	.committees
commander-in-chief.....	.commanders-in-chief
court-martial.....	.courts-martial
colloquy.....	.colloquies
crocus.....	.crocuses
cuckoo.....	.cuckoos
die.....	{ dice (cubes for gaming) { dies (stamps for printing)
dogma.....	.dogmata; dogmas (preferred)
Dutchman.....	.Dutchmen
enemy.....	.enemies
Englishman.....	.Englishmen
flagstaff.....	.flagstaffs
four-in-hand.....	.four-in-hands
formula.....	{ formulas (English) { formulae (Latin)
galley.....	.galleys



Singular	Plural
genius.....	{ geniuses (persons of ability) genii (spirits)
genus.....	genera (probably genuses also)
German.....	Germans
go-between.....	go-betweens
half.....	halves
handful.....	handfuls
hang-on.....	hangers-on
handicraft.....	handicrafts
hero.....	heroes
honey.....	honeys or honies
handkerchief.....	handkerchiefs
i.....	i
index.....	{ indexes in books indices in algebra
journey.....	journeys
knight-errant.....	knights-errant
lady-superintendent.....	lady-superintendents
lens.....	lenses
looker-on.....	lookers-on
lord-justice.....	lord-justices
lord-lieutenant.....	lords-lieutenant
man-of-war.....	men-of-war
man-servant.....	men-servants
man-of-all-work.....	men-of-all-work
man-singer.....	men-singers
madam (mad'am).....	mesdames (pronounced madam')
maid-servant.....	maid-servants
memorandum.....	memoranda; memorandums (preferred)
motto.....	mottoes
money.....	moneys or monies
monarch.....	monarchs
Mr.....	Messrs.
Mr. Smith.....	Messrs. Smith or Mr. Smiths
Mrs. Smith.....	Mrs. Smiths
Miss.....	Misses
Miss Williams.....	Misses Williams or The Miss Williamses
mosquito.....	mosquitoes
Mussulman.....	Mussulmans
muff.....	muffs
negro.....	negroes
Ottoman.....	Ottomans
passer-by.....	passers-by
phenomenon.....	phenomena
pailful.....	pailfuls
poet-laureate.....	poets laureate
reindeer (same in both)	

<b>Singular</b>	<b>Plural</b>
reply.....	replies
rope.....	ropes
runaway.....	runaways
salmon (same in both)	
seine (same in both)	
soliloquy.....	soliloquies
solo.....	solos
staff.....	staves or staffs
stowaway.....	stowaways
story.....	stories
storey.....	storeys
supply.....	supplies
summons.....	summons
sympathy.....	sympathies
talisman.....	talismans
there (noun).....	there's
tomato.....	tomatoes
topaz.....	topazes
tete-a-tete.....	tete-a-tetes
tooth-brush.....	tooth-brushes
terminus.....	termini
twenty.....	twenties
valley.....	valleys
vanity.....	vanities
6.....	6's
waif.....	waifs
will-o'-the-wisp.....	will-o'-the-wisps
wharf.....	wharfs or wharves
whiff.....	whiffs

### NOUNS HAVE THREE CASES

1. Subjective (or Nominative).
2. Objective.
3. Possessive.

The **Subjective or Nominative**—the subject of a sentence:  
John studies grammar.

**Objective**—the object of a verb or preposition, as: The  
brick struck the boy on the head.

**N.B.**—There is no change in nouns for Nominative or Ob-  
jective. There is a change in pronouns, however. See the  
following list:

<b>Nominative</b>	<b>Objective</b>
I.....	me
we.....	us
he.....	him
she.....	her
they.....	them

The following verbs take the same case after them that they have before them: am, is, are, was, were, become, seem, look, appear, e.g.:

I am the king.  
He is my brother.  
We are your friends.

### EXERCISE 20

Tell the case of each word in bold face type in the following, and give the reason for your answer:

1. He is a **musician**.
2. I was thought to be **he**.
3. A **comrade** stood beside **him**.
4. Time holds his onward **course**.
5. Can you name the three greatest **kings**?
6. They write as well as **we**.
7. William seems an industrious **boy**.
8. **Him** that is guilty **we** must punish.
9. The chieftain drew his trusty **sword**.
10. Our friends enjoyed their **sail** in the **yacht**.

### POSSESSIVE CASE—How Formed

1. By adding 's, as: boy, boy's.
2. To plurals ending in s add apostrophe only, as: boys'.
3. Place 's at the end of compound words, as : son-in-law's.
4. Nouns of equal rank joined by and show joint ownership when 's is added to last term, as: Henry and John's marbles; and separate ownership when 's is added to each noun, as: Henry's and John's marbles.
5. The forms **mine**, **thine**, **ours**, **yours**, **theirs** and sometimes **his** and **hers**, though possessive in form have come to be used only in the nominative and objective. They are in reality substitutes for noun and its possessive, e.g.: My hat is new, yours (your hat) is old. The fault is yours.
6. Many persons incorrectly use the common form instead of the possessive, e.g.: "He objected to Mary going," should be "Mary's going." "I was surprised at John winning the race" should be "John's winning."

### NOTES ON THE POSSESSIVE

1. One chief difficulty in use of the apostrophe is the case of a singular noun ending in s, e.g.: Adams's bargains; James' book.

2. A noun of more than one syllable ending in the s sound, sometimes adds (') only, to avoid repetition of hissing letters, e.g.: The princess' favorite; for conscience' sake.

3. If the s is sounded it is always written; and if it is written it should be pronounced. The putting in or leaving out of the s in such cases is chiefly a matter of taste. Whenever there is doubt, it is always written, e.g.: Horace's odes; Charles's ball.

4. Sometimes we use a double possessive, e.g.: Let me tell you a story of Dr. Brown's. Though this form cannot be logically justified, it is nevertheless used by correct speakers and by some of the best writers. It is also convenient, e.g., to distinguish between a story about Dr. Brown and a story told by Dr. Brown.

### EXERCISE 21

Select the correct forms in the following:

1. There is no doubt of the (bill) passing the house.  
(bill's)
2. You will find the books at(Brown) the bookseller's and stationer's.  
(Brown's)
3. This pencil is (Mary) or Ella's.  
(Mary's)
4. Were (Cain's) and Abel's occupations the same?  
(Cain)
5. Edward the Second's death was a shocking one. (The death of Edward the Second.)
6. Ten (day's) interest will then be due.  
(days')
7. Three (month's) grace was given to the debtor.  
(months')
8. The (government of the world) is not left to chance.  
(world's government)
9. Neither the (lawyer's) nor the (doctors') help was ever needed.  
(lawyers') (doctor's)
10. There is nothing to prevent (him) going.  
(his)
11. Much depends on the (pupils') practice.  
(pupil's)  
(pupil)
12. Are you stating (somebody else's) opinion?  
(somebody's else)

- Exercise 22*
13. He disobeyed his (father) as well as his mother's command.  
(father's)
  14. Are you sure of (him) coming to town?  
(his)
  15. He was not prepared for (your) taking such a position.  
(you)
- 

### EXERCISE 22

Correct the following sentences, giving reasons:

1. This is the easiest question of the two.
2. Whose got my pencil? I believe it is ~~mine~~.
3. The St. Lawrence river flows past the thousand islands.
4. Done, the Welland canal join lake Erie and Ontario.
5. Wasn't you at Mrs. Nevilles at six o'clock last night?
6. I believe that's them.
7. I expect it was her ~~that~~ done it.
8. He said, that ~~he~~ and ~~you~~ may go if we liked.
9. My cousin ~~will~~ be at our place on New Year's day.
10. I am ~~Yours~~ truly, Mr. J. B. Stokes.
11. Will I be allowed another trial?
12. You and I can run faster than ~~them~~.
13. Every boy must attend to ~~the~~ lessons.
14. The canary's song is musical clear and sweet.
15. Can I have it after you are ~~done~~ with it?
16. Oatmeal is an easily-procured, wholesome cheap food.
17. The work will be never finished.
18. Your father is sickly so step as quiet as you can.
19. The roses smell sweetly and they look very prettily.
20. In the month of Febru A.D. 1904 there were 4 wednesdays.
21. We must profit from experience.
22. Wanted a boy to deliver groceries of a religious turn of mind.
23. I shall try and come to school more regular in the future.
24. It wont be done without I do it.
25. Dear me what a storm are the doors and windows closed?
26. What work are you engaged in?
27. The fox said to the crow what makes you so black.
28. The canadian pacific railway runs through the north west.
29. They asked you and I to come over.
30. A crowd of boys were there and I didn't like to.
31. London is the larger, but New York is the greatest commercial city in the world.
32. There is no doubt but that you will succeed.
33. He lives in close proximity to the church.
34. The account of these transactions were incorrect.

- Handwriting.
35. Collect together all the fragments.
  36. Which paragraph do you refer to?
  37. The report is incredible. I never heard of such a thing before.
  38. She always appears very amiably.
  39. That velvet looks very prettily, more so than silk.
  - ✓ 40. The speaker began solemnly and the audience looked seriously.
  41. He was an independent, small farmer.
  42. Four month's interest is owing on it.
  43. There is a boy's school and a girl's school here.
  44. Boy's coats and men's shoes sold here.
  45. They formed a farmer's club in the village.
  46. Russia's and Japan's interests differ widely.
  47. Where is Joyce's and Smith's store?
  48. My sister's husband's brother's novels are much admired.
  49. This is Longfellow's, the poet's home.
  50. William's and Mary's College is in Virginia.
  51. Do you prefer Webster's or Worcester's dictionary?
  52. I visited at Smith's my old friend and classmate.
  53. The silk was bought at Sherman's and Evan's store.
  54. He thought it was everybody else's business but his own.
  55. The February St. Nicholas's articles are fine.
  56. I saw the two Mrs. Jackson.
  57. Miss Evan's absence was explained.
  58. The Joneses were all there.
  - ✓ 59. The men's wages should be paid.
  60. The society borrowed James's pictures and Mrs. Johnson's piano.
  61. Every boy must work ~~their~~<sup>his</sup> own questions.
  62. Her and I were asked to tea.
  63. Neither of us ~~are~~ willing to give up our claim.
  64. Who did you give that letter to?
  65. Between you and ~~I~~ he will find he has made a mistake.
  66. The friend ~~who~~ spoke of is my sister-in-law's cousin.
  67. I had no idea but ~~what~~ she would be there.
  68. The ~~and~~ ~~us~~ went fishing.
  - ✓ 69. Let you and I go. Tom and ~~him~~ can stop there.
  70. You must try and read more distinctly.
  71. Neither you nor I are invited.
  72. Each of the boys have their books.
  73. It is undoubtedly true what I have said.
  74. They have not hardly a minute to spare.
  75. Godliness with contentment are great gain.
  76. It isn't I, I don't think.
  77. Give every word and syllable their proper sound.
  78. Whether he expects to stay I don't know.
  79. If you are fond of those kind, you may have them.

*This singular verb connected by and to a verb in plural. This singular subject connected by or to a verb in singular.*

- Kennett.
80. The first and second verse are better than the last.
  81. He does not want this kind of clerks.
  82. He bought a new stock of goods.
  83. A young honest industrious man is wanted.
  84. He voiced a universal truth.
  - ✓ 85. We cannot deal with those sort of people.
  86. The children cried O.
  87. He engaged a capable and an industrious man (one person).
  88. He said he expected less than a hundred.
  89. O what a lovely rose!
  90. The firm does a larger business than all the houses in the city.
  91. Which is the best investment, city lots or farm property?
  92. My scissors need repairing.
  93. Either of these applicants seem satisfactory.
  94. There are a few in that case.
  95. The meaning of these phrases are clear.
  96. I hope to see you next week and believe me yours sincerely.
  97. He seldom took up the Bible, which he frequently did, without shedding tears.
  98. We regret to say that a mad dog yesterday bit the editor of the Western News and several other dogs.
  99. Erected to the memory of John Phillips accidentally shot as a mark of affection by his brother.
  100. He did it without intending to.
  101. Whether or no he did it I cannot say.
  102. The ship with all the passengers were lost.
  103. He objects to me having the book.
  104. The son walks exactly like the father did.
  105. I am one of those who cannot describe what I do not see.
  106. Whom did you suppose was going?
  107. Who did you ask to come.
  108. He picked up the man who he had knocked down.
  109. I he and you can go.
  - ✓ 110. Miss Smith will have much pleasure in accepting Mrs. Brown's kind invitation.
  111. He was shot at by a secretary under notice to quit, with whom he was finding fault, fortunately without effect.
  112. These kind of books neither interest or gratify you and I.
  113. He has eaten no bread nor drunk wine these two days.
  114. He stooped to pick up a stone.
  115. Traveller from whence comest thou?
  116. John never wrote a better letter nor as good as James.
  117. It is easier said than done.
  118. Salt is what makes potatoes taste nasty when you don't put any on.
  119. Nothing but grave and serious studies delight him.

120. Between every stitch she would look up to see what was going on.
121. Being a fine day I went out for a walk.
122. What had we better learn.
123. They went altogether.
124. I would like to have written.
125. I am one of those kind of people.
126. The stick was about that long.
127. Every one took a chair in with them.
128. If one should fall they would hurt themselves.
129. I would like to sing like she does.
130. His daughter attends a female academy.
131. The fourth of July is on Sunday this year.
132. I was that tired I didn't know what to do.
133. Do you remember of hearing it?
134. Neither Father nor Mother care for the shore.
135. I have not been there nor do I expect to go.
136. He has a similar one to that.
137. The boy ran a nail into his foot.
138. I heard from Cousin Mary she to whom you were introduced.
139. Neither she nor I am right.
140. I have two little friends James and Mary; James has brown eyes, Mary has blue eyes.
141. It is better for you and I as it is.
142. I never remember to have seen such a storm.
143. I saw many dead soldiers riding across the battle field.
144. It is easier said than done.
145. Excuse me answering your question.
146. The largest circulation of any other Liberal newspaper.
147. A transitive verb is when its action passes to an object.
148. He said he won't give me any.
149. I was going to have written him a letter.
150. If he dont know, I'm sure I dont.

### SHALL AND WILL

#### Shall

- |                                 |                               |
|---------------------------------|-------------------------------|
| 1st—futurity.                   | 1st—promise or determination. |
| 2nd } promise or determination. | 2nd } futurity.               |
| 3rd }                           | 3rd }                         |

In clauses introduced by "that" expressed or understood use same auxiliary as if the clause were independent.

I fear that we shall miss the train.

(Independent—"We shall miss the train").

Such clauses are common after say, declare, think, believe, hope, fear, &c.

I hope we shall not be late.

He fears that I shall not be able to come.

He thinks he will not be able to come.

John believes he will be better tomorrow.

They declare they never will forget this kindness.

In all other subordinate clauses "shall" in all persons denotes simple futurity.

In all other subordinate clauses "will" in all persons implies exercise of will.

When He shall appear (simple futurity) we shall be like Him.

If you will come (i.e. are willing to come) we will give you a good time.

In questions "shall" is proper in 1st person; in 2nd and 3rd use same auxiliary as would be right in the answer.

Shall we go tomorrow? (1st person.)

Will you go? Ans.: I will go (promise).

Shall you be glad when tomorrow comes? Ans.: I shall be glad (futurity).

Should and would generally follow the same rules as shall and will.

### Shall

1. I shall try to get a position this spring. (fut.)
2. If I do not study I shall grow up ignorant. (fut.)
3. Nothing shall stand in my way. (deter.)
4. Shall you expect him to work steadily? Ans.: I shall (fut.)
5. Shall we go today? Ans.: We shall go. (fut.)

### Will

1. My friends will help me. (fut.)
2. Our Mr. Banks will call next week. (fut.)
3. We shall (fut.) be glad if you will see him. (fut.)
4. Will he sell at the price? Ans.: He will sell. (fut.)
5. Will you go? Ans.: I will go. (promise.)
6. Will you write that letter tomorrow? Ans.: I will write. (promise.)

### Should

1. You should go with him. (obligation.)
2. He said that he would go. (past of will—"I will go") (promise.)
3. He said that he should go. (ought to go.)
4. I feared I should lose my position. (fut.)
5. Should you consider him capable? Ans.: I should. (fut.)
6. If he should resign I hope you will be appointed. (should—implies contingency, would resign, i.e., would be willing.)

### **Would**

1. I would advertise more if I were you. (deter.—I would be determined to advertise).
  2. I think I should advertise more. ("think" spoils the determination—simple fut.)
- 

Wherein was the poor Frenchman wrong when, falling overboard, he cried: "I will be drowned; no one shall save me."

---

## **TYPEWRITING**

### **Study the Machine**

1. How to lock at a certain figure.
  2. How to reverse ribbon.
  3. How to put on new ribbon.
  4. How to single space, double and treble space.
  5. How to use envelope guide.
  6. How to use paper release and what it is for.
  7. How to write on ruled lines.
  8. How to write additional letters at the end of the line.
  9. How to write outside the margin at left of the paper.
  10. How to use tabular key and stops.
  11. How to make corrections.
  12. How to clean type.
  13. How to oil and where.
  14. How to use shift lock.
  15. How to use paper fingers.
- 

## **TYPEWRITING QUESTIONS**

- |  |  |
|--|--|
| 1. How do you make the following signs:<br>(a) Division? ..... | Hyphen over colon.   |
| (b) Equality? .....  | Hyphen with space bar down and hyphen again with shift key slightly depressed. |
| (c) Dash? .....  | Two hyphens.   |
| (d) Degree? .....  | Small o with shift key slightly down.  |
| (e) Multiplication? .....                                      | Small x.   |
| 2. Apostrophe is used for what two other signs? .....          | Minutes,<br>Feet in specifications ,   |
| 3. Quotation marks for what three? .....                       | Seconds "<br>Ditto "<br>Inches "   |

### Typewriting Questions (Con.)

4. Spacing:  
(a) How many spaces after a period following an abbreviation?..... One.  
(b) How many spaces after an interrogation point?..... Three.  
(c) How many at the end of a sentence?..... Three.  
(d) How many after a semicolon?..... One.  
(e) How many after a comma?..... One.
5. If a quotation ends a sentence are the quotation marks put inside or outside the period?..... Outside, thus: "....to you."  
How about a question mark?..... Outside.
6. Should a space be left between the parenthesis marks and the matter enclosed?... No, but space both before and after parenthesis marks.
7. In underscoring two or more words do you underscore the space between the words?.. No, and strike underscore very lightly.
8. How are Roman numerals made?..... Capitals.
9. How would you write—  
Three hundred and sixty million, two hundred and one thousand, five hundred and ten? ..... 360,201,510.  
Seven-eighths?..... 7/8.  
Ten and seven-eighths?..... 10 7/8 (spacing between 10 and 7/8).  
Twenty-two and a half?... 22½.
10. What letters are used with—  
Figure 1 for first?..... st.  
Figure 2 for second?..... nd or "d" only.  
Figure 3 for third?..... rd or "d" only.  
Figure 4 for fourth?..... th.
11. Are these abbreviations?.... No.
12. Which is right, 5% or 5 per cent?..... Use figures before "%" and words before "per cent" thus: 5%, five per cent.

### Typewriting Questions (Con.)

- |   |  |
|---|--|
| 13. How are whole numbers less than a hundred written (not in dates)?.....  | Always spelled out.  |
| 14. How are mixed numbers written?.....   | Either in figures or spelled out, as: $5\frac{1}{4}$ or five and three-fourths.    |
| 15. How do you write fractions standing alone?.....   | Always spelled out.  |
| 16. When is the abbreviation for number (No.) used?.....  | "No." is used before figures and the word spelled out before words.                |
| 17. How are amounts expressed in business letters?.....   | Figures alone are sufficient.  |
| 18. How do you write one dollar, two dollars, etc.? .....   | Use decimal point and two zeros, thus: \$1.00, \$2.00 (not \$1).                   |
| 19. How are amounts written in contracts?.....  | Words first, then figures in parenthesis marks.                                    |
| 20. How do you write amounts below a dollar, e.g., 75c, in a letter?.....   | Words, or thus: 75c (not \$.75).   |
| 21. Would you write names of the seasons with capitals?..   | No.  |
| 22. Is Messrs. an abbreviation? If so, for what?.....   | Yes.<br>Messieurs.   |
| 23. In writing, for instance, "astray" at end of a line where could you divide the word if not enough room on the line?.....        | Not at all when it is a syllable of only one letter.                               |
| 24. How can you insert a letter you may have omitted?   | Erase one of the letters and print one letter very close to another.               |
| 25. How is an exclamation point made?.....  | Hold space bar down with left hand and strike period and apostrophe in succession. |
| 26. Are such titles as General Manager, President, Secretary, put on the same line as the name (in an address) or on the next?..... | In an address on the same line.<br>In a signature on the line below.               |

### Typewriting Questions (Con.)

27. If you have several pages in a letter, where and how do you number them?..... Put page number at top in middle of page with a space and a hyphen on each side, thus: - 2 - (See No. 40 below).
28. Give two uses of sign "&".(a) In firm names.  
(b) With c to make &c.
29. How many capitals in "My dear Sir"?..... Write it thus: "My dear Sir," —"dear" should not begin with a capital.
30. Give abbreviations for:  
(a) present month.....  
(b) past month.....  
(c) next month..... inst. (instant).  
ult. (ultimo).  
prox. (proximo).
31. In writing dates when do you use th, st and d, and when are they omitted?.... Omitted when the year is stated thus: Jan. 12, 1909; used when the year is not stated, thus: Jan. 12th.
32. When are the abbreviations for Colonel, Captain, &c., used and when should the words be spelled out in full?. Abbreviated when Christian name follows, as: Col. William Brown, Capt. John Brewster, Prof. Sherman Williams; written in full when Christian name is omitted, as Colonel Brown.
33. Name parts of a letter, explain how written and punctuated..... There should be at least three lines of the paragraph at bottom of the page.
34. Is it right to begin a paragraph at the bottom of a page?..... At least three double spaces between complimentary closing and the postscript.
35. In case of a postscript how far from ending of a letter should it be written?.....
36. Is it good form to have only two or three lines on the second page? If not, how would you avoid?..... Look ahead so that second page will have at least four lines besides complimentary closing.
37. How would you fasten enclosures in a letter?..... Pin them across top.
38. How would you indicate the number of enclosures?..... Encl. 2 (if two), &c.—written at left hand lower corner.

### Typewriting Questions (Con.)

- |  |   |
|--|---|
| 39. If several pages in a letter what kind of paper is used for all but first page?.....         | Printed letterhead for first page only, blank sheets for the rest.  |
| 40. What is written at top of all but the first page?.....                                       | Initials of person or firm with number of page and date, thus: A. & Co., Page 2, 5-14-1909. (See No. 27 above).   |
| 41. How may a long quotation be brought out prominently?   | Set it in single space and rest of the letter in double space. Also leave wider margin on both sides of the quotation.                                      |
| 42. How are quotation marks used when several paragraphs are quoted?.....                        | At beginning of each and at the end of the last paragraph.  |
| 43. Explain method of folding:<br>A full sheet of letter paper.<br>A half sheet of letter paper. |   |
| 44. Explain fully how manifolding of letters is done...  |   |
| 45. Explain how to use the mimeograph.....   |   |
| 46. Where is the word "Personal" or any such additional information placed on envelope?.....     |   |
| 47. What objection to using "City" on an envelope? ..  | It might be put in mail bag for some other city and if writer's address had not been put on it there would be delay in delivering it.                       |
| 48. Why should address of sender always be on envelope?..  |   |
| 49. Explain letter-press copying<br><br><b>Telegrams</b>   |   |
| 50. What is the rate on messages (Edmonton)?.....  | Depends on distance a good deal. 25c for 10 words nearby. To Toronto or anywhere in Ontario on C.P.R., \$1.00 for 10 words (day), 75c for 10 words (night). |
| 51. Are address and signature counted?.....  | No.   |

### Typewriting Questions (Cont.)

52. What punctuation is used in writing copy for a telegram on the typewriter?... Use periods, and it is better also to use commas so that the meaning may be clear.
53. Are words divided at all?... Not at all.
54. How are numbers written?... As words.
55. Are abbreviations used?... No.
56. How are f.o.b. and c.o.d. written in telegrams?... The following count just one word each:  
f.o.b.  
c.o.d.  
A.M.  
P.M.  
O.K.  
per cent.  
All right      }  
or                } counts two words.  
Alright
57. What is a cipher telegram?.
58. Explain how a code book is arranged.....
59. What is meant by saying a letter is sent confirming telegram?.....
60. In cablegrams is the address counted (Edmonton)?..... Address and signature are both counted. Everything is counted but "Edmonton" and the date.
61. Why do firms with considerable foreign business have a cable address?.....
62. Where is cable address registered?..... With the Cable Co. Also with telegraph companies.
63. How are long words in cablegrams counted (Edmonton)?..... Ten letters or less - 1 word; over 10 letters - another word. Cable companies are more liberal than telegraph companies in counting figures, e.g., every figure by telegraph counts one word. "Sixty-four" counts two words. "10,000,000" counts eight words.  
N.B.—By cable 5 figures = one word.

### Typewriting Questions (Con.)

#### Railroad Correspondence

64. When is the title "Esq." used?..... For lawyers or legal officials; but often used in this country instead of Mr. as a general title of respect.
65. How would you punctuate C.M. & St. P. Ry. Co.?.....
66. When several of the office staff dictate correspondence how should the stenographer show on carbon copy paper who signed it?..... It is correct here.

#### Law Papers

67. How is the date expressed in contracts and other legal documents?..... Never in figures only, except in papers for court pleadings. The usual way is to use words.
68. In what two ways should sums of money be written?.. See last answer.
69. Why should wills be written on both sides of the sheet?.. To prevent addition of fraudulent pages.

Stenographers are so often required to assist in general office work, especially billing, discounting, figuring interest, &c., that we insert here some practical problems to be worked out by the student:

#### EXERCISE 23

In the following, find net selling price:

	INVOICE PRICE	DISCOUNT OFF	ANS.
1.	\$ 375.00.....	20%, 10%, 10% .....	\$ 243.00
2.	537.50.....	10%, 10%, 5% .....	413.61
3.	825.30.....	2%, 1%, 1% .....	792.70
4.	3,145.75.....	20%, 10%, 2% .....	2,219.64
5.	1,873.25.....	20%, 10%, 5% .....	1,281.30
6.	535.15.....	30%, 20%, 10% .....	269.72
7.	815.00.....	20%, 10%, 5% .....	557.46
8.	750.35.....	10%, 10%, 5% .....	577.39
9.	460.00.....	20%, 10%, 5% .....	314.64
10.	325.50.....	12½%, 10%, 3% .....	248.64

### EXERCISE 24

Find interest on the following notes (365 days equals 1 year):

FACE	DRAWING INTEREST	RATE	ANS.
1. \$ 650.00.....	Oct. 8 to Nov. 16.....	7%	\$ 5.48
2. 250.00.....	Jan. 10 to May 15.....	8%	6.85
3. 758.00.....	Mar. 9 to Aug. 16.....	5%	16.61
4. 485.00.....	April 10 to Nov. 12.....	8%	22.96
5. 325.00.....	2 years, 155 days.....	8%	63.04
6. 1,560.00.....	Jan. 10 to April 16.....	8%	32.82
7. 675.00.....	Mar. 10 to Aug. 3.....	7%	18.00
8. 550.00.....	3 years, 120 days.....	6%	109.85
9. 900.00.....	5 years, 218 days.....	10%	503.75
10. 510.50.....	Jan. 8 to Sept. 5.....	5%	18.42

### LETTER ORDERING GOODS

Edmonton, Alta., May 17, 1911.

Messrs. R. Kilgour & Sons,  
247 High St.,

Montreal, Que.

Gentlemen:

Please forward to us by G.T.P. freight:

5 hf. ch. Young Hyson Tea,  
3 hf. ch. Japan Tea,  
2 bags Almonds,  
1 case Figs (new).

You may draw on us at sight for the amount of the invoice  
less the usual cash discount.

Yours truly,

*Williams & Wilson*

NOTE.—The above would be a suitable style of letter to use  
after an account with the firm had been opened.

### LETTER ACKNOWLEDGING ORDER

Edmonton, Alta., May 17, 1911

Mr. Elias B. Walker,  
242 King Street E.,  
Hamilton, Ont.

Dear Sir:

We are pleased to enclose you herewith invoice of goods  
ordered by your favor of the 6th inst. The goods have been  
forwarded today, as per shipping bill also enclosed.

The greatest care has been exercised in the selection of these goods, and we trust that you will find them in every respect satisfactory.

Thanking you for this order, we remain,

Yours very truly,

*W. R. Brock Co., Ltd.*

### LETTERS ENCLOSING REMITTANCE

Letters enclosing remittances should mention three things:

1. What the remittance is, i.e., whether cheque, note, bank draft, etc.
2. The amount of it.
3. How it is to be applied.

### SAMPLE OF LETTER ENCLOSING A REMITTANCE

Dear Sir:

Enclosed find bank draft for \$400.00 payable to your order, in part payment of invoice purchased by us on the 10th inst.

Kindly acknowledge receipt.

Yours very truly,

Remittances may be made by:

1. Bank Drafts.
2. Cheques.
3. Post Office Money Orders.
4. Express Money Orders.
5. Postal Notes.
6. Registered Letters.

### LETTER OF APPLICATION

#### Model 1

**WANTED—A Stenographer and Bookkeeper, competent to keep the accounts and assist in conducting the correspondence of an establishment. Address, giving age, experience and references. Business, care of this office.**

"Business,"

Capital Office, City.

Dear Sir:

In reply to your adv. in the Daily Capital of the 29th inst., I hereby apply for the position of stenographer and bookkeeper in your office.

I am without experience in an office, but am willing to work, and have just completed a course in the Grand Trunk Business College where I was trained for business. I am twenty years of age. For information concerning my ability, I would refer you to \_\_\_\_\_

Should this application be favorably received, I shall endeavor by close attention to my duties, to discharge them satisfactorily.

Yours truly,

#### LETTER OF APPLICATION

##### Model 2

**WANTED—A young man to fill the position of entry clerk in a dry goods house. Address with references, H. C. A., Box 1397.**

Edmonton, Alta., Mar. 15, 1911.

H. C. A.,  
Box 1397, Edmonton.

Dear Sir:

Please consider me an applicant for the position you advertise as vacant in this morning's Journal.

I am at present engaged with Long & Thompson of this city, whose bill clerk I have been for several years and accordingly am familiar with the Dry Goods business.

I have the permission of my employers to use them as persons of reference.

Yours truly,

#### EXERCISE 25

1. Write to Wm. Lewis, Wetaskiwin, requesting the early settlement of an account of \$112.50 which has now been standing for several months. Tell him you need the money for several large bills you must meet at the beginning of next month. Write from 250 Jasper Ave., and sign A. F. Bell & Co., per student.

2. Your note favor Clarke Bros. Co., Winnipeg, for \$260 falls due in 10 days. You will be unable to meet it at maturity. Write asking for an extension of two months giving reason for your inability to pay now. Tell them that you will send them a new note at two months, with 7% interest included in the face.

3. Write to the Daily Bulletin complaining of an overcharge of \$6.00 in bill for advertising, the adv. being in only fifteen weeks instead of sixteen, at \$6.00 a week.

4. You owe Jas. Taylor & Co. for \$360 note with interest thereon to date \$32.40. Write the letter that should accompany a remittance of marked check for the whole amount.
5. Write to Henderson & Co., Oshawa, Ont., ordering five different articles of hardware to be shipped by freight, at once, per G.T.P. Also ask for pamphlet No. 4 dealing with prices on British Glass.
6. Write to Mr. John Blue, Provincial Librarian, Government Buildings, Edmonton, applying for a position as stenographer, in connection with the Provincial Library. State salary you desire and give references.
7. You receive a letter from Mrs. A. H. Downer, Vermilion, Alta., ordering 10 yards oilcloth, but she neglected to mention color and quality, or to enclose sample. She also overlooked remitting the cash. Send her a catalog and call her attention to the method of ordering by mail.
8. You advertise for a stenographer, and receive many applications. Among them there is one from Mr. H. E. Glover, 296, 18th St. Write Mr. Glover telling him that you are pleased with his penmanship, and asking him to call at your office for a personal interview at 2 P.M. the following day.
9. Telegraph Peter Cooper, Brantford, Ont., telling him that you accept his offer of \$2,500, for Lot 78, Block 15, H.B.R.
10. Telegraph to the C.N.R. at Winnipeg asking them to reserve a lower berth for the 20th inst., on the Western Limited, leaving Winnipeg at 8.10 P.M.



